DR. VIRENDRA SWARUP INSTITUTE OF PROFESSTIONAL STUDIES
(CSJM UNIVERSITY, KANUR)
KIDWAI NAGAR, KANPUR

PBAS Preforma for Promotion under CAS

<u>PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND</u>

1. Name (in Block Letters):

2. Father's Name/Mother's Name:

3. Department:

4. Current Designation & Grade Pay:

5. Date of last Promotion:

6. Which position and grade pay are you an applicant under CAS ?

7. Date of eligibility for promotion:

8. Date and Place of Birth:

9. Sex:

10. Marital status:

11. Nationality:

12. Indicate whether belongs to SC/ST/OBC category:

13. Address for correspondence (with Pin code)

14. Permanent Address (with Pin code)

    Telephone No:

    Email:

    Mobile Ph. No.:

15. Academic Qualifications (Matric till post graduation):

Examination	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division / Class/Grade	Subject
High School/Matric					
Intermediate					
B.A./B.Sc./B.Com./ B.Tech.					
M.A./M.Sc./M.Com					
Others examination, if any					

16. Research Degree(s)

Degrees	Title	Date of Award	University
M.Phil./M.Tech.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

17. Appointment held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this Institute:

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience : P.G. Classes (in years) [   ] U.G .Classes (in years) [   ]

20. Research Experience excluding years spent in M.Phil. / Ph.D. (In years) [   ]

21. Fields of Specialization under the Subject/Discipline

(a) ....

(b) …

22. Academic Staff College Orientation/Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

(Please see detailed instructions of this PBAS preforma before filling out this section)

Information for the year 20___- 20___

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES
(i)   Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary) Semester wise teaching load be given for last academic year.

1A. Classroom teaching (for lectures, Practical, seminar)

S. N.	Course/Paper	Level PG / UG / Others	Hours per week As per allocation	Hours per semester
	SEMESTER 1 (JULY-DEC) Year			
	SEMESTER 2 (JAN-MAY) Year			
	Total hours for academic year			
	Actual Score = Total hours for academic year /7.5 MAX* 70, 60, 60			

*Assistant Professor, Associate Professor, Professor

1B. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment

S. N.	Examination CT/QT/ES	Actual Hours	Hours per semester
	SEMESTER 1 (JULY-DEC) Year		
	SEMESTER 2 (JAN-MAY) Year		
	Total hours for academic year		
	Actual Score = Total hours for academic year/10 MAX* 20, 20, 10		

*Assistant Professor, Associate Professor, Professor

1C. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. Actual hours spent per academic year

S. N.	Subject contents/Courses, Mentoring details	Actual Hours		Hours per semester
	SEMESTER 1 (JULY-DEC) Year			
	SEMESTER 2 (JAN-MAY) Year			
	Total hours for academic year			
	Actual Score = Total hours for academic year /10 MAX* 10, 15, 20			

*Assistant Professor, Associate Professor, Professor

Sub Total 1 Total of Actual Score (for 1A 1B and 1C above) _____

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

2A. Discipline related co-curricular activities

S. No.	Nature of Activity	Number of hours spent per academic year
i).	Remedial classes, career counselling, study visit, student seminar and other events, Cultural, Sports, NSS, NCC, public lectures, talks, seminars, popular writings. List of Evidences attached: 1. 2. 3.	
	TOTAL Hours	

Actual Score = TOTAL Hours / 10_____(Max 15)

2B. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

S. No.	Nature of Activity	Number of hours spent per academic year
i).	Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) : List of Evidences attached: 1. 2. 3.	
(ii).	Participation in Board of Studies, Academic and Administrative Committees: List of Evidences attached: 1. 2. 3.	
	TOTAL Hours	

Actual Score = TOTAL Hours / 10_____(Max 15)

2C. Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)

S. No.	Nature of Activity	Number of hours spent per academic year
i).	Participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution. List of Evidences attached: 1. 2. 3.	
	TOTAL Hours	

Actual Score = TOTAL Hours / 10_____**(Max 15)**

CATEGORY II Sub Total (sum of Actual Score 2A, 2B and 2C above) Score_____**(Max 45)**

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A (i) Research Papers published in Refereed Journals as notified by the UGC#

(25 Per Publication)

S. No.	Title with page nos.	Journal & Date of Publication	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score
						Total Score	

A (ii) Research Papers published in Other Reputed Journals as notified by the UGC#

(10 Per Publication)

S. No.	Title with page nos.	Journal & Date of Publication	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score
						Total Score	

B (i) Publications other than journal articles :
Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

(30 per Book for Single Author)

S. No.	Chapter Title with page nos. & year of Publication	Book Title, editor & publisher	ISSN/ISBN No.	No. of co-authors	Are you main Author	National / International	API Score*
						Total Score	

B (ii) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.

(20 per Book for Single Author)

S. No.	Title with page nos. and year of Publication	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

						Total Score	

B (iii) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

(15 per Book for Single Author)

S. No.	Title with page nos. and year of Publication	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
						Total Score	

B (iv) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

(International – 10 per Chapter National – 5 per Chapter)

S. No.	Title with page nos. and year of Publication	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
						Total Score	

III C. (i) Research Projects : Sponsored projects

III C. (i) (a) Major Projects with grants above Rs. 30 lakhs for Faculty of Engineering / Science and grant above Rs. 5 lakhs for Arts/Social Sciences and Humanities (20 per Project)

S.No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	API Score
				Total Score	

III C. (i) (b) Major Projects with grant above Rs. 5 lakhs upto Rs. 30 lakhs for Faculty of Engineering / Science and grant above Rs. 3 lakhs to 5 lakhs for Arts/Social Sciences and Humanities (15 per Project)

S.No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	API Score

				Total Score	

III C. (i) (c) (i) Minor Projects with grant above Rs. 1 lakh upto Rs. 5 lakhs **for** Faculty of Engineering / Science and grant above Rs. 1 lakh to 3 lakhs for Arts/Social Sciences and Humanities (10 per Project)

S.No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	API Score
				Total Score	

III C. (ii) Research Projects : Consultancy Projects

III C. (ii) (a) Amount mobilized with a minimum of Rs.10 lakhs for Faculty of Engineering / Science (10 for every Rs.10 lakhs)

S.No.	Title	Agency	Period		Grant /Amount Mobilized (Rs. Lakh)	API Score
					Total Score	

III C. (ii) (b) Amount mobilized with a minimum of Rs.2 lakhs for Arts/Social Sciences/Humanities (2 for every Rs. 2 lakhs)

S.No.	Title	Agency	Period		Grant /Amount Mobilized (Rs. Lakh)	API Score
					Total Score	

III C. (iii) (b) Project Outcome / Outputs : Patent / Technology transfer / Product / Process

(30 for each International / 20 for each national level output or patent.)

S.No.	Title	Agency	Period		Grant /Amount Mobilized (Rs. Lakh)	API Score

III C. (iii) (c) Project Outcome / Outputs : Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies

(Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5)

S.No.	Title	Agency	Period		Grant /Amount Mobilized (Rs. Lakh)	API Score
					Total Score	

III D. (i) & (ii) RESEARCH GUIDANCE

S.No.	Number Enrolled	Thesis Submitted	Degree awarded with year of award	API Score
M. Phil or equivalent				5 per candidate
Ph.D. or equivalent				15 awarded /10 submitted per candidate
			Total Score	

III E. (i) Fellowships, Awards and Invited lectures delivered in conferences / seminars

S.No.	Fellowship / Award	International / National / State /Award/Fellowship from academic bodies	API Score
			*
		Total Score	

* International / National / State 15/10/5 per Award / 15/10 per Fellowship

III E. (ii) Invited lectures / papers

S. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international/ national/ state/ college or university level	API Score
				Total Score	

* International / National / State 7/5/3 per lecture and 5/3/2 per presentation.

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III E. (iii) Development of e-learning delivery process/material (10 Per Module)

S.No.	Title	Website link	API Score
		Total Score	

GRAND TOTAL of CATEGORY III _____
(Sum of III A, B, C, D, E)

IV. SUMMARY OF API SCORE

	Criteria	API Score for current year Period (i)	Sum Total of API Score till last year (ii)	Sum total of API Score till the current year (i)+(ii)	Average API Score per year ((i)+(ii)) / No of years
I	Teaching, Learning and Evaluation related activities				
II	Co-curricular, Extension, Professional development etc.				
	Total I + II				
III	Research and Academic Contribution				
	TOTAL				

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

S.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty member with Designation, Place and Date

_____ified that the information submitted by Prof. / Dr _____ is verified and I recommend his / her promotion to next level as he / she has completed all necessary requirements stipulated and being enforced as on today, by UGC.

Signatures of HOD

Verified and recommended for promotion to next level.

Signatures of Dean / Principal

N.B : The Dean and Head will assure that the information submitted by the faculty member is correct on the basis of evidences submitted and by signing above, they are verifying information and recommending the faculty member for promotion.

PRINCIPAL
DR. VIRENDRA SWARUP
Institute of Professional Studi
Kidwai Nagar. K____

Dr. VirendraSwarup Institute of Professional Studies
Kidwai Nagar, Kanpur
PERFORMANCE APPRAISAL NON -
TEACHING STAFF

1. Name :	2. Date of joining :
3. Designation :	4. Date of Taking Over Duties:
5. Department/Section :	6. Grade Pay : Rs.
7. Academic/Technical Qualification :	
8. Details of Educational courses being pursued, if any :	
9. Any other information /Details of the present duties :	

I have been briefed about my performance for the reporting year by my reporting officer and I am in agreement with his assessment.

Date :   **Signature of the staff member**

FORM TO BE FILLED IN BY THE
REPORTING OFFICER

NAME :				YEAR OF ASSESSMENT :			
DESIGNATION :				DATE OF APPOINTMENT TO THE POST :			
PAY BAND : Rs.				GRADE PAY : Rs.			
DEPARTMENT/CENTRE/SECTION :							

CATEGORY	OUTSTAN DING	EXCELL ENT	VER Y GOO D	GOO D	SATISF AC TORY	MARGIN AL	POO R
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability to organize work andcarry it out							
1.3 Ability and willingness to take up additional load in times of exigencies							
1.4 Creativity and innovation							
1.5 Ability to learn and perform new duties							
1.6 Capacity to supervise*							
2 PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3 PERSONAL CHARACTERISTICS	OUTSTAN DING	EXCEL LE NT	VERY GOOD	GOO D	SATISF AC TORY	MARGIN AL	POO R
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behaviour							
3.6 Planning & Organisation*							
TOTAL POINTS :	/150			/170			

* For supervisory staff only

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VER Y GOO D	GOOD	SATISFACTORY	MARGINAL	POOR

5. Any outstanding contribution made by the Employee :

6. Special remarks, if any, by the Reporting Officer :

Date :   **SIGNATURE OF THE REPORTING OFFICER**

7. Remarks if any, by the Reviewing officer :

Date :   **SIGNATURE OF THE REVIEWING OFFICER**

* COMPUTATION OF OVERALL EVALU ATION	**170 Points**	**150 Points**

Outstanding	161 to 170	141 to 150
Excellent	153 to 160	135 to 140
Very Good	136 to 152	120 to 134
Good	102 to 135	90 to 119
Satisfactory	85 to 101	75 to 89
Marginal	38 to 84	60 to 74
Poor	34 to 67	30 to 59

PRINCIPAL
Dr. VIRENDRA SWARUP
Institute of Professional Studies
Kidwai Nagar, Kanpur

Dr. VirendraSwarup Institute of Professional Studies

Kidwai Nagar, Kanpur

CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF

NON-TEACHING STAFF

For the period from..20   ..to..20

1. Name..Designation...

2. Date of Birth........./...../...... 3.Father's Name ....

4. Educational Qual.   n ....

5. Date of appointm(....

(a) Pay Scale........... ....

(b) Nature of work on which employed during the period of

report ....

S. No.	Trait	Grading				
		A	B	C	D	
1	Attenda Punctu⟨	Very Regular and Punctual	Regular	Reasonable regular	Not Punctual & Poor Leave Record	
2	Discipline	Exceptionally well disciplined	Very good	Adequate	Prone to Disregard office discipline & etiquette	
3	Initiative	Excellent	In good measure	Adequate	Lacking	
4	Co-operation	Exceptionally loyal nd willing worker	Quick, obedient and co-operation	Just Adequate	Lacking	
5	Efficiency	Very efficient and accurate	Reasonable efficient and accurate	Requires constant Supervision	Tends to delay & somewhat indifferent	
6	Knowledge of procedures and regulations	Has exceptional grasp of rules regulations, mandalas and precedents	Has Sound knowledge of the work of the unit	Knows just enough	Not good enough	
7	Trust worthiness in handling regulations	Of a high order	In good measure	Adequate	Not very satisfactory In the habit of loose talk	
8	Proficiency in handling computer.	Exceptionally good	Reasonabley good	Just adequate	Has scope for	
9	Overall appraisal	Excellent	Very Good	Good	Average / Below Average	

PRINCIPAL

E:prashant/proforma

Dr. VirendraSwarup Institute of Professional Studies

Kidwai Nagar, Kanpur

CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF

Annual Confidential Report of Teaching Staff

For the period from................to.............

1. Name...Designation..

2. Date of Birth........../......./......... 3.Father's Name ....

4. Educational Qualif ....

5. Date of appoint. ....

(a) Pay Scale............. ....

(b) Nature of work r .....ich employed during the period of report...
....

S. No.	Trait	Grading				
		A	B	C	D	
1	Attendance & Punctuality	Very Regular and Punctual	Regular	Reasonable regular	Not Punctual & Poor Leave Record	
2	Discipline	Exceptionally well disciplined	Very good	Adequate	Prone to Disregard office discipline & etiquette	
3	Initiative	Excellent	In good measure	Adequate	Lacking	
4	Co-operation	Exceptionally loyal and willing worker	Quick ,obedient and co-operation	Just Adequate	Lacking	
5	Efficiency	Very efficient and accurate	Reasonable efficient and accurate.	Requires constant Supervision	Tends to delay & somewhat indifferent	
6	Knowledge of procedures and regulation	Has exceptional grasp of rules regulations, mandalas and precedents	Has Sound knowledge of the work of the unit	Knows just enough	Not good enough	
7	Trust worthiness in handling regulations	Of a high order	In good measure	Adequate	Not very satisfactory In the habit of loose talk	
8	Proficiency in handling computers	Exceptionally good	Reaso ey good	Just adequate	Has scope for	
9	Overall appraisal	ellent	Ve. Good	Good	Average / Below Average	

prashant/profom.

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